

Job Description  
*Missouri State Highway Patrol*

Class Title: Fiscal & Budgetary Analyst I - BPD Payroll

Title Code: V00131

Effective Date: 10/04/95

Date Reviewed: 03/01/07 LW

Date Revised: 03/01/07

**Immediate Supervisor:** Fiscal & Budgetary Supervisor or as assigned

**Position Supervised:** None

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is an entry-level position where the employee processes payroll, employee deductions/reductions from payroll checks, nonaccountable uniform expense payments, and fringe benefit payments. Duties may also include maintaining complex financial records, files, and ledgers. An employee in this class participates in an on-the-job training program. Work is performed in accordance with established policies and procedures. Detailed instructions are given at the beginning of work and on subsequent new assignments. The employee in this position is closely supervised.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Processes and forwards payroll to the Office of Administration (OA) for payroll checks to be issued; learns how to resolve any problems associated with same by dealing directly with employees, division directors, troop commanders, OA staff, Department of Transportation (DOT) staff, etc.

Processes deductions/reductions from paychecks (e.g., life insurance, dental insurance, military and police buy-backs, trooper association dues, United Way contributions, cafeteria plan expenses, savings bonds, and credit union deductions) by entering this information directly into the SAM II on-line system.

Functions as liaison between employee and OA regarding garnishments.

Processes workers' compensation claims and corresponding documentation. Serves as liaison between the employee and Risk Management. Maintains claim files and enters necessary documents into SAM II.

Creates and forwards correspondence (e.g., letters to employees and/or retirees, form letters, etc.) as necessary.

Handles direct deposit forms for employees; processes requests to cancel a check, stop payment on a check, and/or issue a manual check by contacting all affected individuals; reconciles reports when cancel/manual check situation occurs.

Enters miscellaneous taxable amounts into SAM II (i.e., moving and uniform expenses, etc.) to ensure employees are taxed appropriately.

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Separates, mails and/or distributes payroll checks; handles any special requests made by employees regarding receipt of their checks.

Processes all overtime on the payroll system; charges appropriate labor distribution for overtime expenses; processes payment of compensatory time, as authorized.

Deals with a variety of individuals in person and over the telephone regarding any payroll issue (e.g., answers questions, investigates and rectifies problems, clarifies incomplete or unclear information, etc.).

Revises and updates reports and/or worksheets utilizing spreadsheet and database computer applications.

Establishes authorized project grant numbers with OA; advises troops, divisions, Budget and Procurement Division, Federal Grant Coordinator, and Field Operations Bureau of three digit project grant number; maintains project grant data on file and updates information, as needed.

Processes monetary adjustments to payroll data via OA by memo or standard form.

Handles distribution of W-2 forms to current and former employees; requests duplicate copy of W-2 form via OA per employee request.

Reviews, processes, reconciles, and files reports generated by OA in the MOBIUS system.

Maintains, verifies, and updates manual ledgers and records; sorts, files, and purges records and documents.

Operates office equipment (e.g., calculator, copier, personal computer, fax machine, telephone, printer, shredder, etc.).

Performs other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern office practices, procedures and equipment.

Knowledge of business English, punctuation and spelling.

Knowledge of bookkeeping principles and practices.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to learn about state payroll and IRS procedures.

Ability to learn about Patrol policies and procedures governing payroll and expense reimbursement practices.

Ability to learn how to apply general bookkeeping principles in the recording of appropriations, encumbrances and expenditures.

Ability to learn how to make computer entries into the SAM II on-line payroll system.

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Ability to make mathematical calculations with speed and accuracy.

Ability to maintain clerical records and files.

Ability to verify documents produced and reconcile errors.

Ability to produce a volume of work and meet predetermined deadlines.

Ability to organize and prioritize work effectively.

Ability to establish and maintain harmonious working relations with other department employees and a variety of representatives from public and private agencies.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to operate basic office equipment (e.g., calculator, copier, personal computer, fax machine, telephone, printer, shredder, etc.).

Ability to alphabetize, file and purge documents and records.

Skill in operating a calculator with a high degree of efficiency.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED.

Three years of responsible office or clerical experience.